

(2)

Dear Sir:

On _____, we wrote to you apprising you that a final audit of your account with this agency revealed you to be indebted to the United States in the amount of _____. In that letter we requested the remission of your check or money order for this amount at your early convenience.

To date we have not heard from you in this regard. Should we not hear from you within the next thirty (30) days on the matter, we shall offset against this indebtedness so much of your retirement fund as is necessary to cover the indebtedness.

Again, we would appreciate your forwarding to the above address your check or money order for this amount, made payable to the Treasurer of the United States, at your early convenience.

Very truly yours,

(Second Letter - to be sent thirty (30) days following sending date of first letter and if no reply received)